



Position Title: Construction Superintendent

Draft Date: 02-25-2022

Reports to: Project Manager

Position Purpose: CSDI jobsite representative and authority for all construction, construction safety, and construction quality control activities related to project assigned, through the satisfactory completion of the project.

Principle Accountabilities and Essential Duties and Responsibilities:

- Planning for, scheduling, tracking managing, and motivating multiple subcontractors, and suppliers for the project assigned.
- Responsible for scheduling, interfacing, and promoting good relationships with project owners, building officials, architects, engineers, and project service providers.
- Responsible for seeking approval, procurement, and documentation follow up in a timely manner of all field purchase order activities.
- Responsible for insuring that all construction activities meet master project schedule milestones by developing, preparing and maintaining a two week short interval construction activity schedule, which parallels project master schedule milestones, and updating master schedule.
- Project safety representation and responsibility to insure that all craftsman and visitors to the project work site comply without exception to all OSHA, Federal, State, Municipal, and project specific regulatory safety requirements to insure and provide the safest working environment for all project members and visitors.
- Project quality control representation with responsibilities to insure that all activities are being executed to meet the requirement of the project design drawing and specifications. Duties include:
 - Inspecting and verifying that all equipment, materials and services are installed, or provided to meet the approved design criteria.
 - Punchlisting a project as it is being completed to set a quality standard for all following trades, to avoid having to compromise and except substandard work and costly end of project punchlist requirements, which eat up profits and deteriorates owner relationships.

Knowledge, Skills and Abilities:

Comprehensive knowledge of:

- All aspects of commercial building construction activities
- Interpretation skills for commercial design drawings and specifications
- The uniform building codes
- How to work well with diverse groups of people
- Effective interpersonal communication skills
- Being current on the safety regulatory requirements for projects assigned
- Computer scheduling and report writing skills

Requirements:

- Construction related degree, or equivalent experience desired.
- Minimum of five years experience in field commercial construction supervision, and have good stable history of being a field superintendent and familiarity with dealing with subcontractors and suppliers.
- Must demonstrate excellent communication skills when interfacing with involved trades, as well as building officials, architects and owners.
- Computer skills desired.
- Ability to travel and work out of town for short-term assignments is required.